



# **School Meals Initiative Review**

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## **What to Expect**

# Areas of Evaluation

- On-site observation
- Nutrient analysis
- Menu evaluation



# Procedures

- Initial notification by mail
- Telephone call to director to set on-site observation date, location and review week




# Procedures

- On-site observation and data collection
- Nutrient analysis and menu evaluation
- Written feedback






# SMI Goals

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- Meeting meal pattern requirements
  - Maintaining food service records
  - Meeting nutrient standards




# School Profile

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- **Reviewer will complete this information based on telephone contact prior to visit**

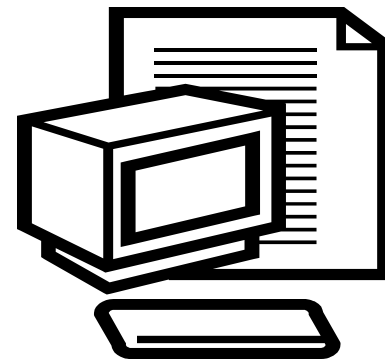


# School Profile cont.

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- **Upon confirmation of visit SFA needs to notify Superintendent/School Administrator**

# Nutrient Analysis


- **Nutrient Standard Menus-  
Analysis and documentation  
must be provided  
by the SFA for  
a one week menu**







# Nutrient Analysis

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- **Food Based Menus –  
Nutrient analysis  
conducted prior to the  
on-site visit may be  
used for the review**

# Nutrient Analysis

- **USDA approved software must be used for analysis**





# Analysis



**A comparison analysis may be conducted by the reviewer for either type menu planning system to provide technical assistance**




# Menu Planning Evaluation

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- **One week's menu, production records, analysis and appropriate documentation will be reviewed**



# Reminders

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- **Variety and choice are not the same**
  - **Variety means not serving the same food or form of food every day**




# Reminders

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- **Food Based – review portion sizes, minimum required numbers of grains/bread, required servings fruits and vegetables**



# Reminders

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- **Nutrient Standard –  
Reanalyze if the need for  
substitution is known at  
least 2 weeks in advance  
or if similar food was not  
substituted**




# On-Site Visit

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- **Observation of meal preparation and service**
  - **Review of production records and recipes used in preparation of the menu**






# On-Site Visit

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- **Interview of staff about nutrition education activities**
  - **Meet with meal planner and director**




# On-Site Visit

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- **Data collected and responses to questions will be used to assess the overall meal service so that more informed technical assistance can be provided**



# Evaluation

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- **Following the on-site observation all information including menus and analysis will be reviewed**




# Evaluation

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- **Information collected and observation comments will be used in formulating commendations and identifying areas needing improvement**




# Summary

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- **A summary of the review will be sent with cover letter to the Superintendent/School Admin. and the Child Nutrition Director/Child Nutrition Administration**




# Improvement Plan

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- **This form will be used by the SFA in developing an improvement goal for each area listed as needing improvement**




# SMI Improvement Plan

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- **The Improvement Plan must be submitted to Region IV by the date listed on the form**



# Implementation of Plan

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- **Documentation of SMI Improvement Plan implementation must be submitted to Region IV when completed**





# SMI Improvement Plan

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- **Region IV Child Nutrition Specialists will provide continued technical assistance in developing and implementing an improvement plan**



# **For additional assistance contact: Region IV Education Service Center**



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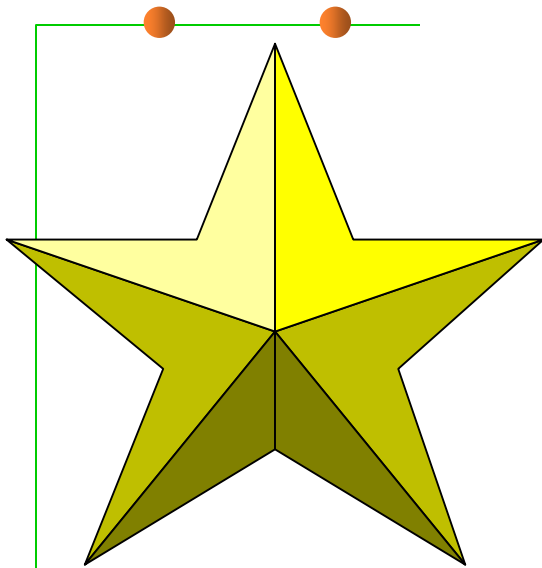
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